

EMAIL FROM:

Linda Wakefield

Jun 29,
2022, 4:23
PM

All,

I just wanted to take the time to send a follow up email to our cemetery funds meeting on June 2nd. If there is something that I missed or that I translated incorrectly please let me know.

At the meeting we discussed the different lines that make up the Cemetery Trustees Budget. We established that there is money for mowing (done by an independent contractor), private cemetery care (abandoned cemeteries), water, general supplies, grounds maintenance (grub treatments), care of trees and monument maintenance (Tom Duffy, stone cleaner).

Alan & Peggy, I did not clarify with you who the top two lines for wages and applicable taxes pertains to. Do you mind explaining that?

NEWINGTON TOWN CEMETERY 2

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ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE
Report Sequence = Fund or Acct Group
Account = 01-4195-11-100 thru 01-4195-11-999; Mask = ##-####-##-###
Level of Detail = Object; Level = 5

Fund: GENERAL FUND Period: January 2022 to December 2022

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
CEMETERY							
01-4195-11-100	C/M - WAGES	500.00	0.00	0.00	0.00	500.00	100.00
01-4195-11-220	C/M - FICA/MEDI	38.00	0.00	0.00	0.00	38.00	100.00
01-4195-11-390	C/M - MOWING	12600.00	1575.00	1575.00	0.00	11025.00	87.50
01-4195-11-395	C/M - PRIVATE CEMETERY CARE	500.00	0.00	0.00	0.00	500.00	100.00
01-4195-11-412	C/M - WATER	500.00	0.00	0.00	0.00	500.00	100.00
01-4195-11-630	C/M - GENERAL SUPPLIES	200.00	0.00	0.00	0.00	200.00	100.00
01-4195-11-611	C/M - GROUNDS MAINTENANCE	3795.00	0.00	0.00	0.00	3795.00	100.00
01-4195-11-658	C/M - CARE OF TREES	200.00	0.00	0.00	0.00	200.00	100.00
01-4195-11-700	C/M - MONUMENT MAINTENANCE	2000.00	0.00	0.00	0.00	2000.00	100.00
TOTAL CEMETERY		20333.00	1575.00	1575.00	0.00	18758.00	92.25
TOTAL GENERAL FUND		20333.00	1575.00	1575.00	0.00	18758.00	92.25

Handwritten notes:

- Independent contractor* (pointing to MOWING)
- Abandoned cemeteries* (pointing to PRIVATE CEMETERY CARE)
- Tom Duffy - cleaning stones* (pointing to GROUNDS MAINTENANCE)
- Grub treatment* (pointing to CARE OF TREES)

We discussed the 4 cemetery funds that are listed on the MS-9, two capital reserve funds and two trust funds. We discussed how the Cemetery Maintenance Expendable Trust Fund (formerly known as the 1977 General Cemetery Care Fund) currently listed under the trust funds would be moved to the capital reserve section of the MS-9. We also spoke of how that money would be moved out of the Fidelity Common Trust Fund and into the Fidelity Common Capital Reserve Fund, due to the 2022 warrant article changing its purpose. We reviewed the fund snapshots for the four funds and discussed some changes that were necessary, see below.

NEWINGTON TOWN CEMETERY 3

What was of greatest importance with the Pickering Cemetery Trust Fund was that it is **NOT** expendable and that we are currently journaling income each month to principal until we can restore the \$3,500.00 principal balance.

Fund Snapshot 1/1/2022 through 4/30/2022
Accounting Year: 2022 Newington
Fund Name: Pickering Cemetery

FUND DESCRIPTION

Fund Type: Trust Funds Purpose: Pickering Cemetery
Category: Cemetery SubCategory:
Custodian: Common TF Date Created: 1/1/1993
Investment: Common TF
Expendable: No Date Closed: Closed Reason:
Comment: 12/23/2021 and 12/28/2021 Emails from Tom Donovan state that this fund is non-expendable and needs to have a restored principal balance of \$3,500.00.
Abandoned cemetery of the Pickering family located on Newington Development Trust parcel deeded to the Town in 1993. The Olive Garden Restaurant gave a \$2,500 check to the Trustees of Trust Funds to establish a trust fund to care for the cemetery. There is controversy over whether the \$2,500 matching funds were received/deposited by the Town. A 2002 email from Charlie Smat to Tom Lavigne stated that the match was in kind services not money. Another donation of \$1,000 was to have been received by The Red Lobster. Various conversations in 1993 and 2002 about donations received for this fund, unknown whether they were deposited into this fund.
It is not know whether this is an expendable fund or not.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	1,723.30	Beginning Income Balance:	1,033.95
Additions:	1,045.31	Dividends + Interest:	17.05
Capital Gains & Losses:	-2.08	Fees:	-3.61
Withdrawals:	0.00	Expended:	1,047.39
Current Principal Balance:	2,766.52	Current Income Balance:	0.00
Fund Grand Total:		\$2,766.52	
Fund Market Value:		\$2,760.08 As Of: 4/30/2022	

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
1/1/2022	Journal Out	0.00	-1,033.95	Journal income to principal until \$3,500 principal balance is restored.
1/1/2022	Journal In	1,033.95	0.00	Journal income to principal until \$3,500 principal balance is restored.
1/31/2022	EOM Investments Allocation	0.00	1.94	
1/31/2022	Journal Out	0.00	-1.94	Journal income to principal until \$3,500 principal balance is restored.

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Fund Snapshot 1/1/2022 through 4/30/2022
Accounting Year: 2022 Newington
Fund Name: Pickering Cemetery

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	Journal In	1.94	0.00	Journal income to principal until \$3,500 principal balance is restored.
2/28/2022	EOM Investments Allocation	0.00	2.87	
2/28/2022	EOM Fee Allocation	0.00	-3.61	
3/31/2022	EOM Investments Allocation	-2.08	6.94	
3/31/2022	Journal In	6.20	0.00	Journal income to principal until \$3,500 principal balance is restored.
3/31/2022	Journal Out	0.00	-6.20	Journal income to principal until \$3,500 principal balance is restored.
4/30/2022	EOM Investments Allocation	0.00	3.22	
4/30/2022	Journal In	3.22	0.00	Journal income to principal until \$3,500 principal balance is restored.
4/30/2022	Journal Out	0.00	-3.22	Journal income to principal until \$3,500 principal balance is restored.
Totals:		1,043.23	-1,033.95	Net Effect: 9.28

Cemetery Trustee meeting - Jul 18, 2022

NEWINGTON TOWN CEMETERY 4

The 1977 General Cemetery Care Fund was renamed the Cemetery Maintenance Expendable Trust Fund, this fund snapshot is prior to the funds being transferred to the Fidelity Common Capital Reserve Fund. You will continue to see this fund reported on your MS-9 through year-end 2022 with a **zero balance**. It will drop off on January 1, 2023. I have attached a new fund snapshot for the new capital reserve fund to this email

Fund Snapshot 1/1/2022 through 4/30/2022
Accounting Year: 2022 Newington
Fund Name: Cemetery Maintenance Expendable Trust Fund

FUND DESCRIPTION

Fund Type: Trust Funds Purpose: Cemetery Maintenance
Category: Cemetery SubCategory:
Custodian: Common TF Date Created: 1/1/1977
Investment: Common TF
Expendable: Yes Date Closed: Closed Reason:
Comment: 2022 Warrant Article #22: To see if the Town will vote to establish a trust fund to be known as the Cemetery Maintenance Expendable Trust Fund pursuant to RSA 31:19-a, to be funded by the Town's 1977 Cemetery General Care Trust Fund, and allowing all proceeds from the sale of cemetery lots pursuant to RSA 289:2-a, along with any interest gained thereon, to be deposited in this Expendable Trust Fund for the maintenance of cemeteries; and, further to name the Cemetery Trustees and the Board of Selectmen as agents to expend from said fund. No amount to be raised by taxation.

No warrant article can be found to establish this fund. The \$300 plot purchase fee is deposited into this account for deeds that do not have "perpetual care" listed in them. No perpetual care has been sold since 2004.

Need to research how to repurpose this fund as a 31:19-a Capital Reserve Fund for Cemetery Maintenance.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	86,484.26	Beginning Income Balance:	11,599.34
Additions:	1,500.00	Dividends + Interest:	608.45
Capital Gains & Losses:	-74.04	Fees:	-128.35
Withdrawals:	0.00	Expended:	74.04
Current Principal Balance:	87,910.22	Current Income Balance:	12,005.40
Fund Grand Total:		\$99,915.62	
Fund Market Value:		\$99,679.26 As Of: 4/30/2022	

*This fund is changing to a Capital Reserve Fund and will no longer be a Trust Fund.
Consider repairs to Pickering from here.*

6/1/2022 1:27:18 PM - TrustTrak v4.01.10 rptFundSnapshot

Fund Snapshot As Of 6/3/2022

Accounting Year: 2022 Newington

Fund Name: Cemetery Maintenance Expendable Trust Fund

FUND DESCRIPTION

Fund Type: Capital Reserve Funds Purpose: Cemetery Maintenance
Category: Town Expendable Trust Funds SubCategory:
Custodian: Common CRF Date Created: 3/12/2022
Investment: Common CRF
Expendable: Yes Date Closed: Closed Reason:
Comment: 2022 Warrant Article #22: To see if the Town will vote to establish a trust fund to be known as the Cemetery Maintenance Expendable Trust Fund pursuant to RSA 31:19-a, to be funded by the Town's 1977 Cemetery General Care Trust Fund, and allowing all proceeds from the sale of cemetery lots pursuant to RSA 289:2-a, along with any interest gained thereon, to be deposited in this Expendable Trust Fund for the maintenance of cemeteries; and, further to name the Cemetery Trustees and the Board of Selectmen as agents to expend from said fund. No amount to be raised by taxation.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	0.00	Beginning Income Balance:	0.00
Additions:	87,973.86	Dividends + Interest:	12,005.40
Capital Gains & Losses:	0.00	Fees:	0.00
Withdrawals:	0.00	Expended:	0.00
Current Principal Balance:	87,973.86	Current Income Balance:	12,005.40
Fund Grand Total:		\$99,979.26	
Fund Market Value:		\$99,679.26 As Of: 5/31/2022	

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
5/31/2022	Journal In	87,673.86	12,005.40	Journal from TF to CRF; 2022 Warrant article #22
6/3/2022	Deposit	300.00	0.00	ACH to Fidelity from Trustee Checking; plot sale for Danil Gohkban
Totals:		87,973.86	12,005.40	Net Effect: 99,979.26

Fund Snapshot 1/1/2022 through 4/30/2022

Accounting Year: 2022 Newington

Fund Name: Cemetery Maintenance Expendable Trust Fund

FUND TRANSACTIONS				
Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	EOM Investments Allocation	0.00	69.13	
2/28/2022	EOM Investments Allocation	0.00	102.20	
2/28/2022	EOM Fee Allocation	0.00	-128.35	
3/31/2022	EOM Investments Allocation	-74.04	246.89	
4/4/2022	Deposit	1,500.00	0.00	Check to Fidelity from Alan & Lillian Wilson, sale of five cemetery plots
4/30/2022	EOM Investments Allocation	0.00	116.19	
Totals:		1,425.96	405.06	Net Effect: 1,832.02

Alan & Peggy, please remember that you can take money from this fund to do maintenance in Pickering Cemetery!

NEWINGTON TOWN CEMETERY 5

What was of greatest importance with the Cemetery Maintenance Capital Reserve Fund was that though the Board of Selectmen are named as agents to expend they need to take requests from the Cemetery Trustees as to what should be improved. We then discussed renaming the fund Cemetery Improvements and changing the fund purpose. I have made the necessary changes and attached a new fund snapshot to this email.

Fund Snapshot 1/1/2022 through 4/30/2022
Accounting Year: 2022 Newington
Fund Name: Cemetery Maintenance *Improvements*

FUND DESCRIPTION

Fund Type: Capital Reserve Funds Purpose: Cemetery Maintenance
 Category: Town SubCategory:
 Custodian: TD Bank Date Created: 3/1/2005
 Investment: TD Bank
 Expendable: Yes Date Closed: Closed Reason:
 Comment: 2005 Warrant Article #18 To see if the Town of Newington will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of funding capital improvements to the Town Cemeteries and to raise and appropriate the amount of Four Thousand Dollars (\$4,000) to be placed in this fund and to appoint the Board of Selectmen as agents to expend from this fund.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	21,748.54	Beginning Income Balance:	507.87
Additions:	0.00	Dividends + Interest:	7.68
Capital Gains & Losses:	0.00	Fees:	0.00
Withdrawals:	0.00	Expended:	0.00
Current Principal Balance:	21,748.54	Current Income Balance:	515.55
Fund Grand Total:		\$22,264.09	
Fund Market Value:		\$22,264.09 As Of: 4/30/2022	

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	Interest	0.00	1.89	TD Bank Stmt 1/31/2022
2/28/2022	Interest	0.00	1.89	TD Bank Stmt 2/28/2022
3/31/2022	Interest	0.00	1.71	TD Bank Stmt 3/31/2022
4/30/2022	Interest	0.00	2.19	TD Bank Stmt 4/30/2022
Totals:		0.00	7.68	Net Effect: 7.68

BoS- agents to expend but decisions on what cemeteries need should come from the cemetery trustees.

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Fund Snapshot 1/1/2022 through 5/31/2022

Accounting Year: 2022 Newington

Fund Name: Cemetery Improvements

FUND DESCRIPTION

Fund Type: Capital Reserve Funds Purpose: Cemetery Improvements
 Category: Town SubCategory:
 Custodian: TD Bank Date Created: 3/1/2005
 Investment: TD Bank
 Expendable: Yes Date Closed: Closed Reason:
 Comment: 2005 Warrant Article #18 To see if the Town of Newington will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of funding capital improvements to the Town Cemeteries and to raise and appropriate the amount of Four Thousand Dollars (\$4,000) to be placed in this fund and to appoint the Board of Selectmen as agents to expend from this fund.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	21,748.54	Beginning Income Balance:	507.87
Additions:	0.00	Dividends + Interest:	9.88
Capital Gains & Losses:	0.00	Fees:	0.00
Withdrawals:	0.00	Expended:	0.00
Current Principal Balance:	21,748.54	Current Income Balance:	517.75
Fund Grand Total:		\$22,266.29	
Fund Market Value:		\$22,266.29 As Of: 5/31/2022	

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	Interest	0.00	1.89	TD Bank Stmt 1/31/2022
2/28/2022	Interest	0.00	1.89	TD Bank Stmt 2/28/2022
3/31/2022	Interest	0.00	1.71	TD Bank Stmt 3/31/2022
4/30/2022	Interest	0.00	2.19	TD Bank Stmt 4/30/2022
5/31/2022	Interest	0.00	2.20	TD Bank Stmt 5/31/2022
Totals:		0.00	9.88	Net Effect: 9.88

NEWINGTON TOWN CEMETERY 6

What was of greatest importance with the Cemetery Capital Reserve Fund was that the Cemetery Trustees no longer wish to pursue retrofitting the old receiving tomb. This fund has similar wording to the Cemetery Improvements Capital Reserve Fund and now that the Cemetery Trustees do not want to pursue the retrofitting, **I would recommend a warrant article in 2023 to close this fund and transfer the balance to the Cemetery Improvements Capital Reserve Fund** (I have set a reminder to bring this topic back up in December). I have changed the fund purpose as instructed, a new fund snapshot has been attached to this email.

Fund Snapshot 1/1/2022 through 4/30/2022				
Accounting Year: 2022 Newington				
Fund Name: Cemetery Capital Reserve Fund				
FUND DESCRIPTION				
Fund Type:	Capital Reserve Funds	Purpose:	Cemetery CRF	
Category:	Town	SubCategory:		
Custodian:	TD Bank	Date Created:	3/1/2020	
Investment:	TD Bank			
Expendable:	Yes	Date Closed:	Closed Reason:	
Comment:	2020 Warrant Article #28 To see if the Town will vote to establish a Capital Reserve Fund to be known as the Cemetery Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of construction and for other improvements to the Cemetery, including but not limited to, retrofitting the old receiving tomb in the Town Cemetery to construct a columbarium for above ground entombment of cremation remains, and to raise and appropriate the sum of Four Thousand Dollars (\$4,000) with the Cemetery Trustees as agents to expend.			
FUND SUMMARY				
Principal		Income		
Beginning Principal Balance:	4,000.00	Beginning Income Balance:	4.45	
Additions:	0.00	Dividends + Interest:	1.38	
Capital Gains & Losses:	0.00	Fees:	0.00	
Withdrawals:	0.00	Expended:	0.00	
Current Principal Balance:	4,000.00	Current Income Balance:	5.83	
Fund Grand Total:		\$4,005.83		
Fund Market Value:		\$4,005.83 As Of: 4/30/2022		
FUND TRANSACTIONS				
Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	Interest	0.00	0.34	TD Bank Stmt 1/31/2022
2/28/2022	Interest	0.00	0.34	TD Bank Stmt 2/28/2022
3/31/2022	Interest	0.00	0.30	TD Bank Stmt 3/31/2022
4/30/2022	Interest	0.00	0.40	TD Bank Stmt 4/30/2022
Totals:		0.00	1.38	Net Effect: 1.38

Do you still wish to retrofit the old receiving tomb? Details: abandoned

Fund Snapshot

1/1/2022 through 5/31/2022

Accounting Year: 2022

Newington

Fund Name: Cemetery Capital Reserve Fund

FUND DESCRIPTION

Fund Type: Capital Reserve Funds

Category: Town

Custodian: TD Bank

Investment: TD Bank

Expendable: Yes

Purpose: Cemetery Improvements

SubCategory:

Date Created: 3/1/2020

Closed Reason:

Comment:

2020 Warrant Article #28 To see if the Town will vote to establish a Capital Reserve Fund to be known as the Cemetery Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of construction and for other improvements to the Cemetery, including but not limited to, retrofitting the old receiving tomb in the Town Cemetery to construct a columbarium for above ground entombment of cremation remains, and to raise and appropriate the sum of Four Thousand Dollars (\$4,000) with the Cemetery Trustees as agents to expend.

FUND SUMMARY

Principal		Income	
Beginning Principal Balance:	4,000.00	Beginning Income Balance:	4.45
Additions:	0.00	Dividends + Interest:	1.77
Capital Gains & Losses:	0.00	Fees:	0.00
Withdrawals:	0.00	Expended:	0.00
Current Principal Balance:	4,000.00	Current Income Balance:	6.22
Fund Grand Total:		\$4,006.22	
Fund Market Value:		\$4,006.22	As Of: 5/31/2022

FUND TRANSACTIONS

Effective Date	Transaction Type	Principal	Income	Comment
1/31/2022	Interest	0.00	0.34	TD Bank Stmt 1/31/2022
2/28/2022	Interest	0.00	0.34	TD Bank Stmt 2/28/2022
3/31/2022	Interest	0.00	0.30	TD Bank Stmt 3/31/2022
4/30/2022	Interest	0.00	0.40	TD Bank Stmt 4/30/2022
5/31/2022	Interest	0.00	0.39	TD Bank Stmt 5/31/2022
Totals:		0.00	1.77	Net Effect: 1.77

After review of the four funds that you hold we discussed what types of things the Cemetery Trustees might be thinking of using the two cemetery improvement funds for. Alan and Peggy mentioned fencing, tree removal, weed whacking, stone repairs, eastern end needing resodding and roads being put into the town cemetery. These will be important discussions to keep going between your two groups.

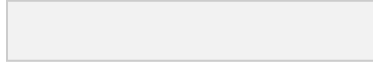
We reviewed that Newington has no flower or flag funds and there are no special monuments, gazebo's, benches, etc that are to be maintained. We discussed that there is not a capacity issue at this time so there is no need to discuss a potential warrant article to establish a cemetery expansion or development fund.

NEWINGTON TOWN CEMETERY 7

Please feel free to reach out to me if you have follow up questions. Alan and Peggy, this means you as well, I am always here to assist.

Have a wonderful 4th of July!

Linda



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